



# College Coordinating Council Meeting

**Wednesday, October 25, 2017**  
 A124 – President’s Conference Room  
 9:30 a.m. – 10:30 a.m.

**Type of Meeting:** Regular  
**Note Taker:** Patty McClure  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**  
 Dr. Susan Lowry, Academic Senate  
 Michelle Arvizu Garcia, Associated Student Organization  
 Ed Knudson, President  
 Pamela Ford, Classified Union  
 Michelle Hernandez, Confidential/Management/Supervisory  
 LaDonna Trimble, Deans  
 Dr. Scott Lee, Faculty Union  
 Dr. Bonnie Suderman, Vice President of Academic Affairs  
 Mark Bryant, Vice President of Human Resources  
 Dr. Erin Vines, Vice President of Student Services

## AGENDA

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of September 27, 2017.	All		
II. Constituent Reports	All		
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. ITS – Proposed Reorganization	Rick Shaw	30 minutes	
IV. AP 3280 – Grants	Ed	1 minute	Returned from 6/28/17 Meeting & constituent groups.
V. SPC Membership – Add Exec Dir or Designee – Marketing Exec Dir or Designee - Foundation	Ed	1 minute	
VI. AP 4021 – Program Discontinuance	Bonnie	5 minutes	
VII. AP 6700 – Civic Center	Bonnie	1 minute	Returned from 6/28/17 Meeting & constituent groups.
VIII. BP & AP 4100 – Graduation Requirements for Degrees and Certificates	Bonnie	1 minute	Returned from 9/13/17 Meeting.
IX. AP 3570 – Tobacco Use on Campus	Erin	1 minute	Returned from 6/28/17 Meeting & constituent groups
X. AP 5015 – Residence Determination	Erin	1 minute	Returned from 9/13/17 Meeting.

XI. BP 6800 – Safety	Erin	1 minute	Returned from 6/28/17 Meeting & constituent groups
XII.			
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: November 8, 2017</b>			



# College Coordinating Council Minutes

**Wednesday, September 27, 2017**

A124 – President’s Conference Room  
9:30 a.m. – 10:30 a.m.

**Type of Meeting:** Regular  
**Note Taker:** Patty McClure  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**

Dr. Susan Lowry, Academic Senate  
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Mark Bryant, Vice President of Human Resources  
Dr. Erin Vines, Vice President of Student Services

## Minutes

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of September 13, 2017.	All		Minutes were approved as presented.
II. Constituent Reports	All		<b>Susan Lowry</b> inquired about AP 4021 - Program Discontinuance. Bonnie stated she would bring it to the next meeting. She stated that the Academic Senate had its first leadership retreat and that they would be appointing a treasurer as there has been some confusion over the Academic Senate’s budget. <b>Michelle Hernandez</b> stated that CMS would be meeting that afternoon and would have more information at the next meeting.
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. Business Service Reorg	Diana	15 minutes	Discussion on the timeline of the reorg, concerns with stabilization and transparency to the constituent groups.
IV. AP 3280 – Grants	Ed	1 minute	Tabled till the October 11, 2017 meeting.
V. AP 6700 – Civic Center	Ed/Bonnie	1 minute	Tabled till the October 11, 2017 meeting.
VI. BP & AP 4100 – Graduation Requirements for Degrees and Certificates	Bonnie	1 minute	Tabled till the October 11, 2017 meeting.

VII.	AP 3570 – Tobacco Use on Campus	Erin	1 minute	Tabled till the October 11, 2017 meeting.
VIII.	AP 5015 – Residence Determination	Erin	1 minute	Tabled till the October 11, 2017 meeting.
IX.	BP 6800 – Safety	Erin	1 minute	Tabled till the October 11, 2017 meeting.
X.	SPC Membership – Add Exec Dir or Designee – Marketing Exec Dir or Designee - Foundation	Ed	1 minute	Tabled till the October 11, 2017 meeting.
<b>FUTURE AGENDA ITEMS:</b>				
<b>NEXT MEETING DATE: October 11, 2017</b>				

Date: 26 September 2017

To: Ed Knudson, President/Superintendent

Subject: Proposed Reorganization of Information Technology Services

Over the past four years, I have maintained a strong attention to the day-to-day operations of the department, in an effort to ensure consistency of message and adherence to higher standards of service. Within the past six months, the scope and direction of the Executive Director's role has shifted to one of a much larger scope in planning, policy, and capital projects. Attempts to maintain past levels of engagement and with these new commitments has created obstacles and delays in addressing critical needs.

With the impending vacancy of the Manager of Systems and Infrastructure, we have an opportunity to shift some of the day-to-day obligations, enhance productivity, and provide a clear opportunity for succession planning.

I propose abolishing the Manager of Systems and Infrastructure role and create a Director of Technology Operations role. This new role would continue to supervise the systems, network, security, and telco staff, and have added to the responsibilities supervision of the Manager of Instruction and Support Services. This adjustment directly links day-to-day services with the back-house operations they collaborate with.

Project Management and Enterprise Applications would continue to report to the Executive Director, as they actively engage with each other, and their planning and operational cycles are typically larger in scope.

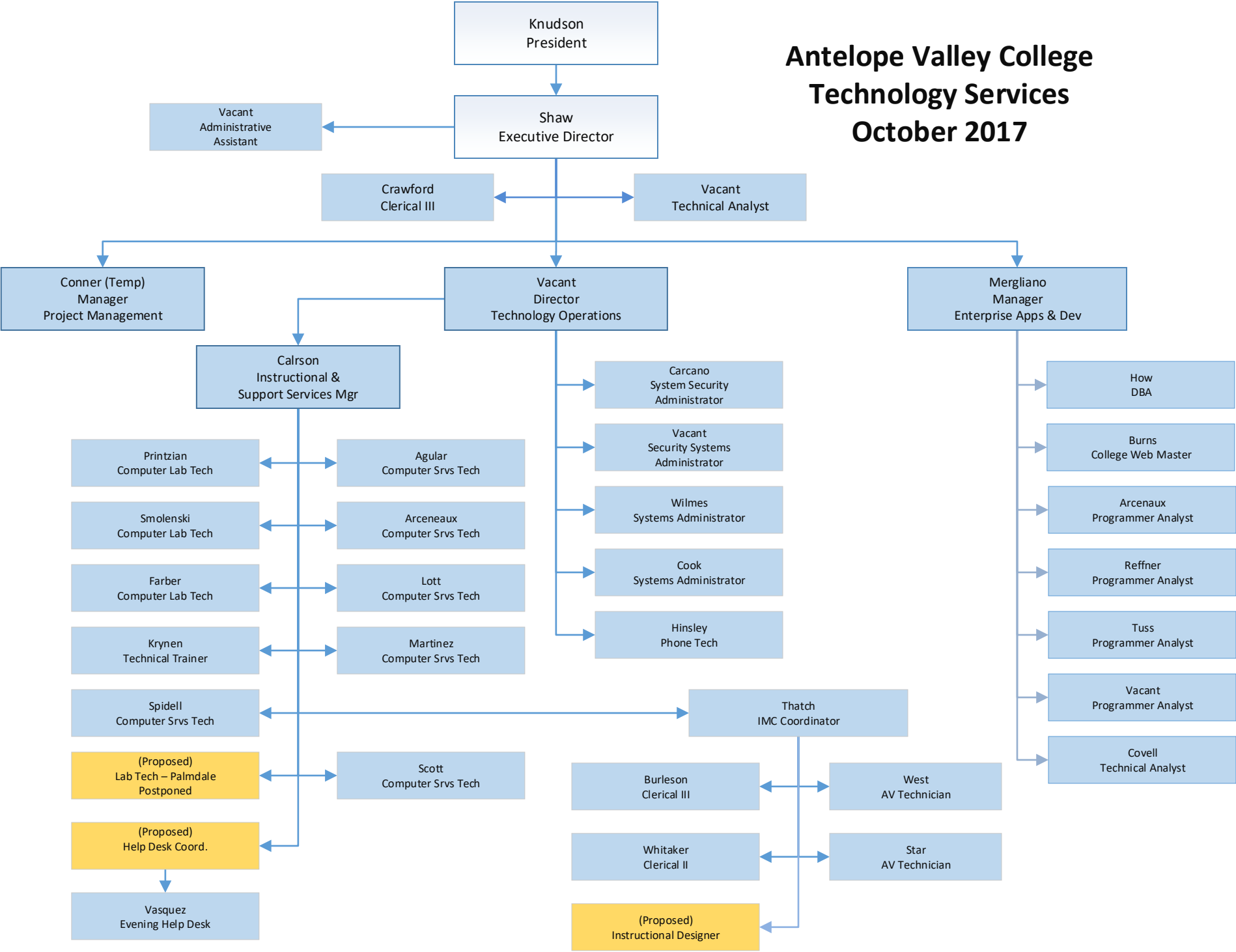
While these changes may, on the surface seem small, the time investment in day-to-day engagement is significant. This realignment should enable greater communication between the operational groups and release time to devote to critical college-wide demands.

I have attached a proposed position description, proposed organization chart, and two historical organizational charts from 2016 and 2013.

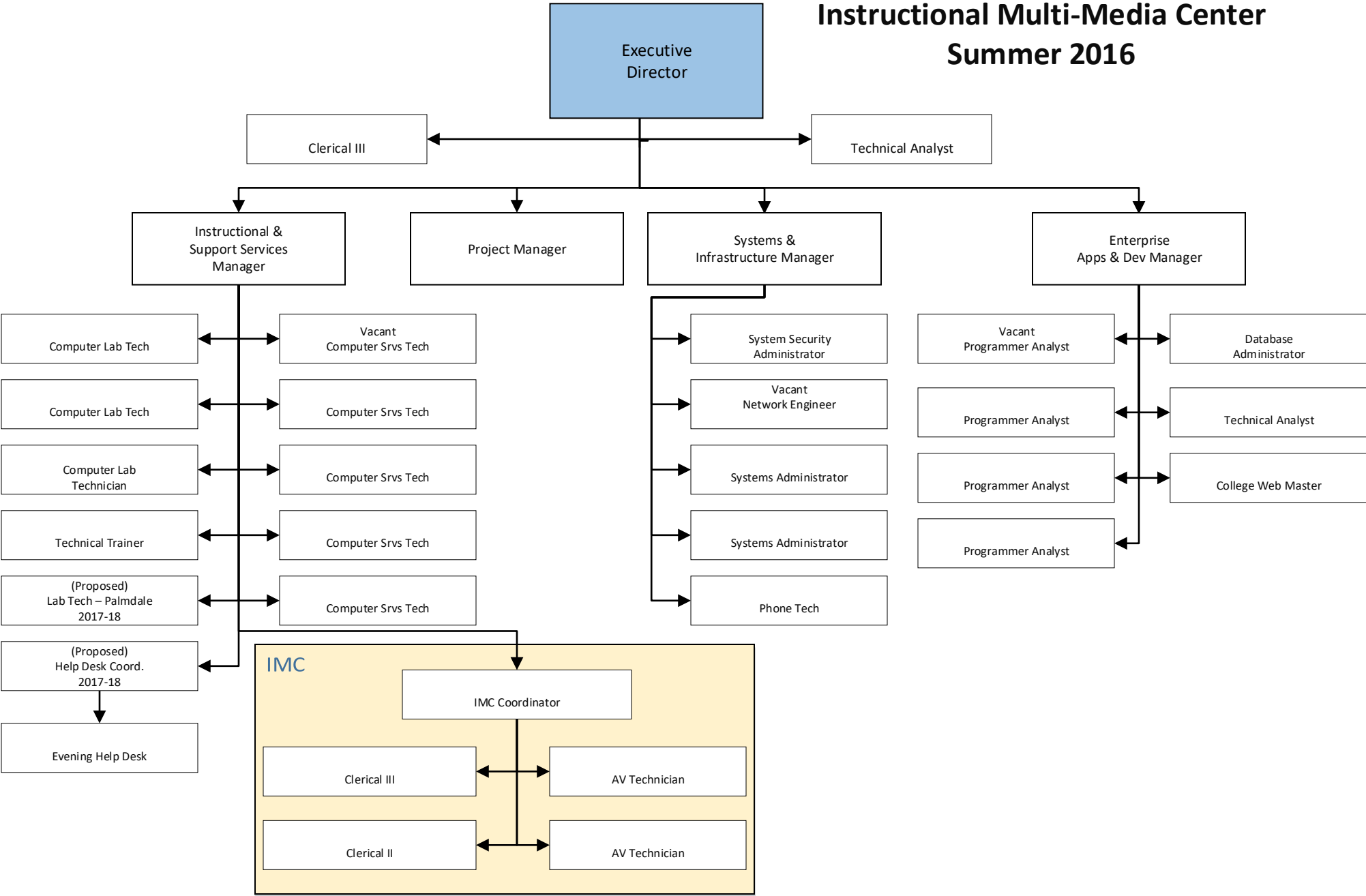
Thank you for your attention.



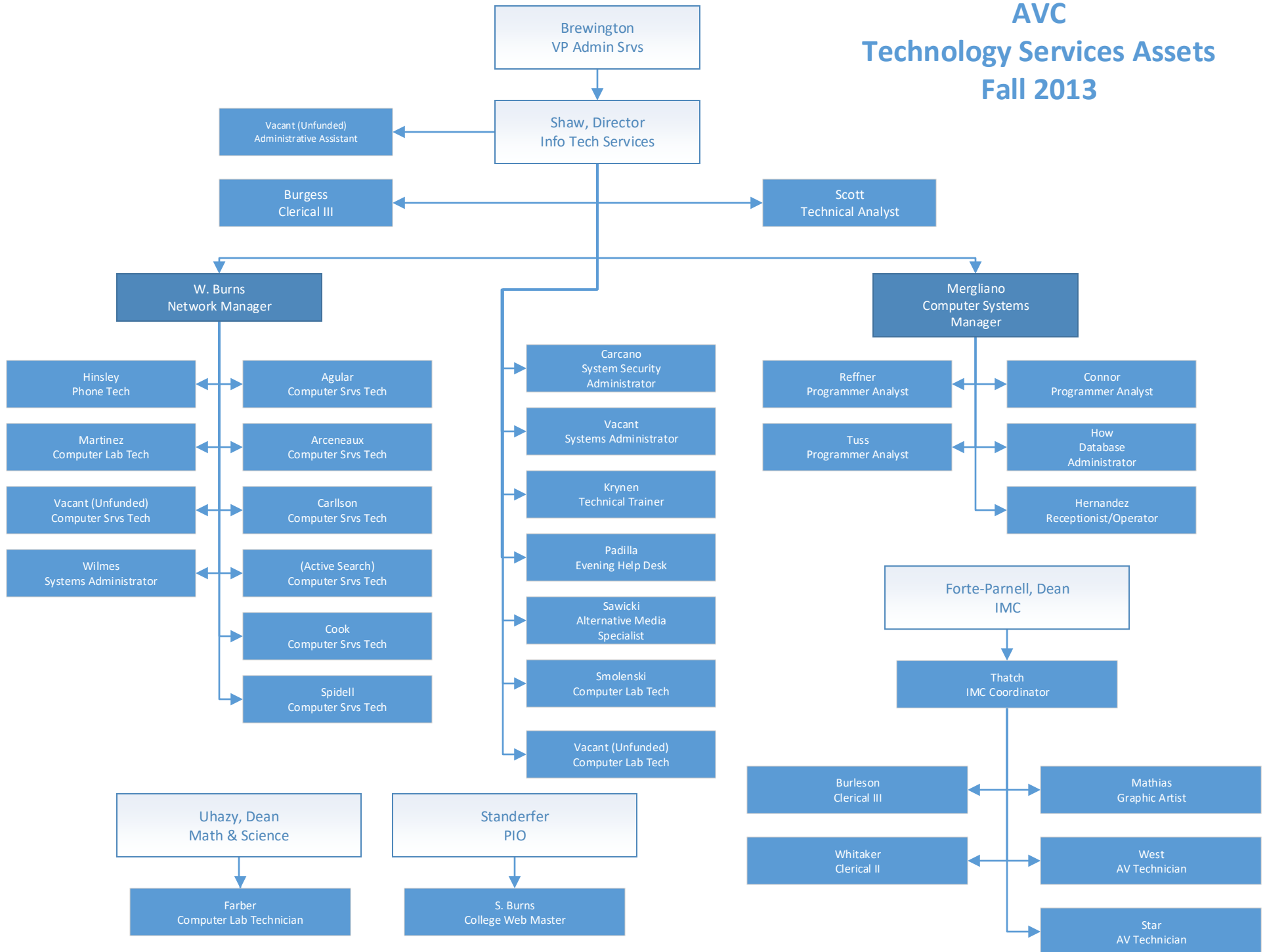
# Antelope Valley College Technology Services October 2017



# Information Technology Services & Instructional Multi-Media Center Summer 2016



# AVC Technology Services Assets Fall 2013







## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### DIRECTOR, TECHNOLOGY OPERATIONS

**RANGE: 38**

#### **BASIC FUNCTION:**

Under the general direction of the Executive Director of Technology, the Director of Technology Operations functions deputy to Executive Director and manages day-to-day operational activities of the department. These areas include; systems and infrastructure, telecommunications, and general supervision of the Manager of Instructional Support Services who has oversight of help desk, academic computing including design, desktop hardware/software maintenance, computer classroom/labs, and the Instructional Multimedia Center.

#### **REPRESENTATIVE DUTIES:**

- Actively collaborates with peers to ensure appropriate application of services to support Enterprise Applications and Planning Office
- Manages, directs, supervises and evaluates the staff, effectively integrating part-time, student and support personnel.
- Communicates, collaborates and cooperates with faculty, support staff, administration and students to plan, develop, and support the information technology functions of the college.
- Approves purchases of computer hardware and software, and related technology in order to ensure lower costs, quality of merchandise and uniformity of equipment.
- Assists departments in addressing functional needs, purchasing equipment, networking/integration, providing appropriate hardware and software upgrades, managing installation, storage and data integrity.
- Directs staff in assisting faculty, support staff, and administration in evaluating emerging technologies, maintaining technology literacy and creative application of technology resources.
- Makes recommendations for administrative computing, telecommunications and instructional computing personnel needs and, as appropriate, participates in the hiring process.
- Facilitates the academic computing function of the college by supporting, distance learning and other media resources.
- Develops, recommends, maintains and documentation on policies, procedures and security strategies, audits their effective use, and monitors compliance.
- Plans and manages the telecommunications services of the college (maintains telecommunication lines and phones; manages and maintains long distance services).
- Oversees the information technology help desk function for consolidated helpdesk services, standard desktops, applications, printing, and telco/voice mail.



#### REPRESENTATIVE DUTIES (Continued):

- Maintains, improves and reports on the college technology resources inventory.
- Oversees and participates in software and hardware upgrades.
- Collaborates with Executive Director, Peers, and participatory governance groups to establish campus-wide software and hardware standards for procurement and support.
- Performs other managerial duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: Bachelor's degree in information systems, computer science, management information systems, computer engineering or a related field. Four years of recent, full-time experience in any combination of systems analysis, information systems design, information systems development, network design or administration or computer applications training; including three years recent experience in a management or supervisory capacity.
- Specific experience with current technology related to institutions of higher education is highly desirable.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

#### **DESIRABLE QUALIFICATIONS:**

- Experience in an educational environment.

#### **KNOWLEDGE OF:**

- Best practices, applications, techniques and methods of information technology management.
- Current knowledge of major hardware platforms, operating systems, and networking standards
- Management of complex network services architecture, infrastructure and networking security, telecommunications, maintenance, operation and/or programming within a multi-site enterprise.
- Principles of employee evaluation, staff development, employee relations, and concepts of progressive discipline
- Principles and techniques of budgeting, budget reporting and financial management
- Knowledge of accessible technologies, including requirements of ADA Sections 504 & 508 and WCAG 2.0 AA.
- Modern office procedures and equipment

#### **ABILITY TO:**

- Work well in a collaborative environment.
- Communicate effectively, both verbally and in writing.
- Demonstrate a commitment to the philosophy of the community college.

## AP 3280 Grants

Reference:

***Education Code Section 70902***

There are two major areas to submit for grant applications. District grants are those that are Federal and State funded. The AVC Foundation Grants program assists AVC campus entities with awards for activities or purchases that may not receive funds from the college or district budget. Funds are provided by corporate or community contributions to the 501(c)3.

### **District Grants**

District Grant applications shall adhere to the following guidelines:

- 1) Projects must be consistent with the objectives and priorities of the educational master plan. The value of the project, not the availability of state, federal, or private funds, shall be the prime criterion in applying for funds.
- 2) The Superintendent/President or Superintendent/President's designee must approve all projects for which outside funds are sought.
- 3) If the District intends to institutionalize a program deemed successful at the conclusion of the grant, there must be reasonable assurance that it can be continued with District funds. The District/College will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
- 4) When matching funds are required, the District will evaluate the effect of the proposed commitment on other District needs.
- 5) Any such funds acquired shall accrue for District purposes and not to any individual.
- 6) The District will assure that all grants include provision for the maximum allowable indirect rate. Whenever a grant fails to provide for appropriate indirect costs, the District will participate in the grant only when the educational value of the proposed project justifies the waiver of these legitimate charges.
- 7) All grants shall be routed through the AVCCD's Grant Application process (any exceptions must be approved by the Chancellor), which is available on the AVCCD website. This process includes a review and evaluation on the effects of the grant in other areas such as Information Technology, Facilities, Research, Staffing, Sustainability, etc.
- 8) All grants shall have final approval by Superintendent/President's Executive Council.

### **Foundation Grants**

Multiple grants will be awarded each semester for activities and purchases that directly support faculty, staff, and students, for the betterment of Antelope Valley College and its educational mission. The AVC Foundation requires a proposal requesting, how the funds will be used, A Foundation Grants Review Committee reviews applications and selects awardees.

The Foundation grants may be awarded in the following categories:

- Programs
- Faculty Support
- Equipment
- Staff Support

1) The funds must provide a direct student benefit.

2) The funds must be one-time, with no recurring expenses.

3) AVC administrator(s) must approve and support the request before submission.

4) Information Technology Services must review and approve any/all computers, software, or IT equipment contingent to the application before submission.

**Examples of items that may be considered:**

- Honoraria for speakers
- Equipment and software (ITS Reviewed)
- Support for course field trips
- Outreach to high schools
- Printing for department or program needs
- Books for special college programs to benefit students

**Items that will not be considered:**

- Food for department parties
- Food/flowers for campus activities over \$100
- Scholarships for students
- Expenses that are available through a college budget
- Alcoholic beverages
- Salaries
- Sponsorships of other non-profit organizations
- Requests for programs that do not directly benefit the faculty/staff or students of AVC
- Multi-year pledge requests
- Funding for religious or political purposes
- Items for personal use
- Activities or events that do not include student involvement.

**11/7/05**

**Revised 5/31/17**

# AP 4021 Program Discontinuance

Reference:

**Education Code 78016;**  
**Title 5, 51022, 55130**  
**ACCJC Accreditation Standard II.A.15**

## Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 (Section 55000) defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” These educational programs are subject to approval by the System's Office and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend has been identified by the division/area dean and faculty of a specific program, the division/area dean shall contact the appropriate Vice President and Academic Senate President. A declining trend will be identified using the following key performance indicators:
  - a. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
  - b. A consistently low enrollment of 50% below maximum seat load capacity over four consecutive semesters.
  - c. Retention of less than 50% from the beginning term class roster for four terms (need not be consecutive semesters).
  - d. Student success of less than 50% of students obtaining a grade of C or better and /or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.
- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, the Dean of Occupational Education, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.

The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

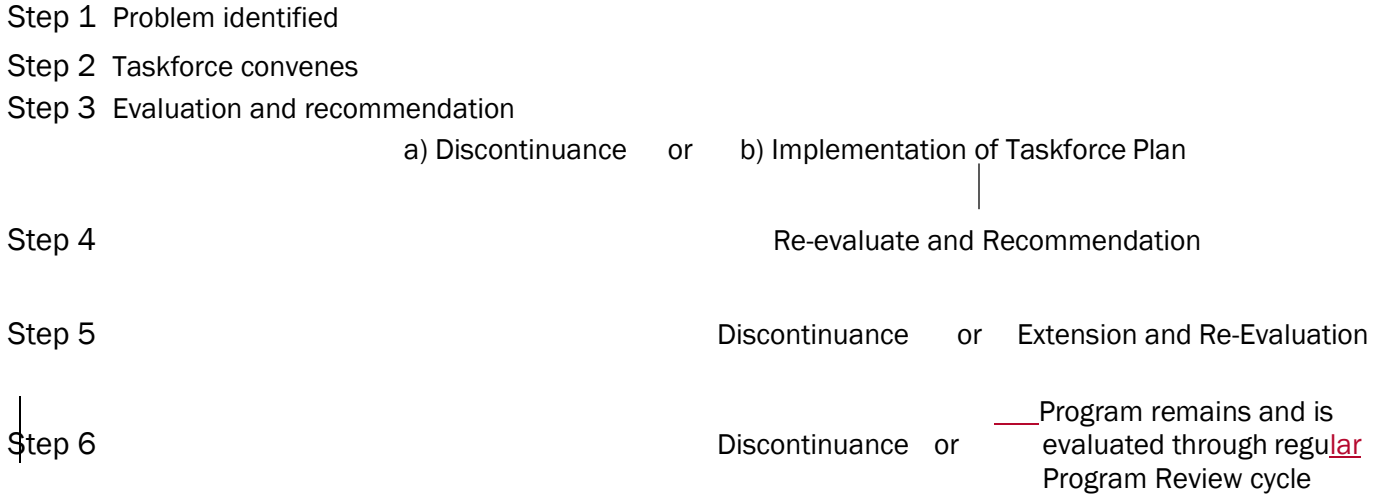
- Needs of the community
- Workforce development

- Program Review (most recent)
  - Core indicators from System's Office
  - Integration/cross discipline in which the program is involved
  - FTES generated by program
  - Local labor market information through EDD/employer program advisory committees and surveys
  - Or initiate an independent, external needs assessment to determine market demand
- III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:
- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
  - 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.
- IV. If there has not been a statistically significant increase in key performance indicators after three semesters of the implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:
- 1) Give the Program an extension of two semesters. At the end of the extension, the committee will reconvene and re-evaluate.
  - 2) Accept the program in its current state if it serves a community, instructional, or training need.
  - 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
  - 4) Discontinue the program.
- V. The final decision on either program discontinuance or program continuance is sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.
- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.
- VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.

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VIII. The Vice President of Academic Affairs will notify the Systems Office to have the program removed from the inventory.

PROGRAM DISCONTINUANCE TASKFORCE TIMELINE



VIII.

**Career and Technical Education Program Discontinuance**

**The discontinuance process for Career and technical Education Programs remains the same as the process above, with the following exceptions:**

- 1. Each Career and Technical Education Program will be reviewed in a two year cycle to ensure that they meet legal standards**
- 2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent President shall make the determination to discontinue the program or extend the date to meet compliance. The Superintendent/President will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.**

5/8/06  
Revised: 11/13/06  
Revised: /17

## AP 6700 Civic Center and Other Facilities Use

Reference:

***Education Code Sections 82537, 82542; Public Resources Code § 42648.3***

Refer to ~~Rules and Regulations~~ **Terms and Conditions** for Use of District Facilities which can be obtained from ~~the Director of Maintenance and Operations~~ **Facilities Services Management**.

**5/8/06**

**Revised 5/9/17**



## **BP 4100 Graduation Requirements for Degrees and Certificates**

### **References:**

**Education Code Section 70902(b)(3); Title 5, Sections 55060, et seq.**

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed at least 18 semester units ~~or 27 quarter units~~ of study in a major or area of emphasis for graduation and who have maintained a cumulative 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester ~~units or 27 or more quarter~~ units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain capabilities that may be oriented to career or general education.

In addition, a district may award a certificate of achievement for any sequence of courses consisting of 12 or more semester ~~units or 18 or more quarter~~ units of degree-applicable credit coursework if approved by the CCC Chancellor despite requiring fewer than 18 semester units ~~or 27 quarter units~~ of degree-applicable credit coursework.

The College President/Superintendent shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the district's catalog(s) and included in other resources that are convenient for students. As specified in BP 2510, the Board of Trustees agrees to "rely primarily" on the Academic Senate regarding the following Academic and Professional Matters which include Graduation Requirements for Degrees and Certificates:

- (1) Curriculum, including establishing prerequisites.
- (2) Degree and certificate requirements.
- (3) Grading policies.
- (4) Education program development.
- (5) Standards or policies regarding student preparation and success.
- (8) Policies for faculty professional development activities.

**See Administrative Procedure #4100**

**Adopted: 2/6/06**

**Revised: 3/10/08**

**Revised: 5/12/08**

**Reviewed: 7/2017**

# AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

**Title 5, Sections 55060 et seq.**

## Associate Degree Requirements

(Title 5, Section 55806)

Graduation from Antelope Valley College with the associate in arts or associate in science degree requires that students demonstrate competency in reading, writing, and mathematics and complete a minimum of 60 semester units, including requirements 1 through 6 listed below.

### 1. General Education Requirements

A minimum of 21 units, including a minimum of 3 semester units, ~~or 4 quarter units,~~ in Areas A, B, C, D1, D2, E and F. Courses meeting general education and major requirements can be found in the Graduation/Associate Degree Requirements section of the college catalog.

Area A\* - Natural Sciences (Select at least 3 semester units)

Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

Area B\* - Social & Behavioral Sciences (Select at least 3 semester units)

Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

Area C\* - Humanities (Select at least 3 semester units)

Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.

Area D - Language & Rationality [Select 3 semester units from (1) and select 3 units from (2)]

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

1. ~~Academic English~~ Composition

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Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

## 2. Communication and Analytical Thinking

Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

### Area E -Additional Breadth (Select at least 3 semester units)

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. Courses must be taken from a discipline not previously selected.

### Area F -Diversity Studies (Select at least 3 semester units)

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

## 2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. **READING** Eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

B. **WRITING** Completion of ENGL 101 with a minimum grade of "C."

**C. MATHEMATICS** Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C;" or placement by AVC assessment into a math course higher than MATH 102.

~~G.~~

## 3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:

A. Completing at least 18 semester units of study ~~\_(or 27 quarter units)\_~~ in a specific major or area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of "C" or better in all required core course and the specific courses listed as program electives.

## 4. Electives

Sixty semester units are required for an associate degree. In addition to the general education and major requirements, the remaining number of ~~semester~~ units needed to complete an associate degree is considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major or area of emphasis, cannot be used as an elective.

## 5. Grade Point Average Requirement

A cumulative grade point average of 2.0 ("C" average) is required.

## ~~6.~~6. Residence Requirement

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Of the required 60 units, “at least 12 semester units must be completed in residence at the college granting the degree” as stated in Title 5, Section 54000 et seq. 5806.

### 7. Requirements for Two or More Associate Degrees

To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

Antelope Valley College awards the associate arts and associate science degree to students who pursue majors or designated areas of emphasis listed in the college catalog. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).

The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in the college catalog.

Certificate of Achievement Requirements:

- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units ~~or 27 or more quarter units~~ of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- A student may also be awarded a certificate of achievement for a sequence of courses consisting of 12 or more semester units ~~or 18 or more quarter units~~ if approved by the CCC Chancellor.
- Shorter credit programs that lead to a certificate may be established by the District, but cannot be listed on the student’s transcript.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Antelope Valley College, meet a demonstrated need, are feasible, and adhere to guidelines on academic integrity.
- Certificates for which CCC Chancellor’s approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

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### Application for Graduation

Antelope Valley College awards degrees twice annually—in December following the fall semester and in June following the spring semester. An application for graduation must be filed in the Admissions and Records Office. After submitting the application, students will receive a formal evaluation of progress toward the degree. Students will receive information on participating in the annual graduation ceremony. While participation in the graduation ceremony is encouraged, it is not mandatory to attend to receive a degree. Early filing of the graduation application is highly recommended.

### Credit Courses Not Transferable/Applicable to the Associate Degree and Certificate Programs

Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.

Students who enroll in credit courses not applicable to the degree can use these credits for

eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of the college catalog, these courses are designated

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as: Credit course not applicable to the associate degree and certificate programs. Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to the associate degree or certificates are designated as (AVC).

The list of credit courses not applicable to the associate degree and certificate programs are listed in the college catalog under “~~Graduation/Associate Degree Requirements~~, Credit Courses Not Transferrable/Not Applicable to the Associate Degree and Certificate Programs”

Note: Courses which emphasize occupational competency do not meet General Education (GE) objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

#### College Work Applicable to the Associate Degree and Certificate Programs

College work acceptable toward the associate degree includes those courses that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section

Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

**2/6/06**

**Revised: 3/10/08**

**Revised: 7/9/12**

**Revised: 7/2017**

## AP 3570 Tobacco Use on Campus

Reference:

***Government Code Section 7596, 7597, 7597.1, 7598; Labor Code 6404.5; Health and Safety Code Section 104495; Title 5, Section 5148***

Tobacco products, including cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers) may not be used on campus, or in a personal vehicle on campus, or in any college vehicle.

~~Smoking, including the use of electronic cigarettes, is prohibited everywhere on the main campus, Palmdale Center, and Fox Field Site with the exception of the parking lots.~~

~~Chewing tobacco shall be prohibited any place on campus.~~

~~The sale of tobacco products or tobacco paraphernalia is prohibited on all property owned, leased, licensed, or otherwise controlled by Antelope Valley Community College District.~~

~~Smoking (including the use of electronic cigarettes) and chewing of tobacco shall be prohibited when riding or driving a college-owned vehicle.~~

~~Smoking, including the use of electronic cigarettes, is prohibited inside any indoor area of any campus building, except for covered parking lots.~~

~~“Covered parking lot” means an area designated for the parking of vehicles that is enclosed or contains a roof or ceiling, but does not include lobbies, lounges, waiting areas, stairwells, restrooms, and aircraft hangars that are a structural part of the parking lot or a building to which it is attached.~~

~~Signs stating “NO SMOKING ON CAMPUS EXCEPT IN PARKING LOTS” “Smoke Free Campus” shall be posted on campus at major campus entry points (e.g. parking lot entrances and walkway leading into campus at corner of 30<sup>th</sup> Street West and Avenue K).~~

Disciplinary measures to be taken against violators are listed here:

Enforcement of this policy will be the responsibility of Antelope Valley College Police Department personnel. All violators, including students, staff, faculty, and visitors, will be given a warning upon the first offense ~~and will be directed to the parking lots.~~ A Field Investigation card will be completed with the violator’s contact information and filed for future reference. **Students will be referred to the Vice President of Student Services’ office upon the second offense (please refer to AP 5520 for the discipline process).** Upon the second offense for faculty and staff, refer to the appropriate collective bargaining agreement. Non-student, non-staff, non-faculty visitors will be directed to leave the campus and not return upon the second offense.

~~Smoking and the use of electronic cigarettes will be permitted in the parking lots. All employees and students are encouraged to reinforce the policy by asking violators to be courteous and use the parking lots for smoking.~~

11/7/05

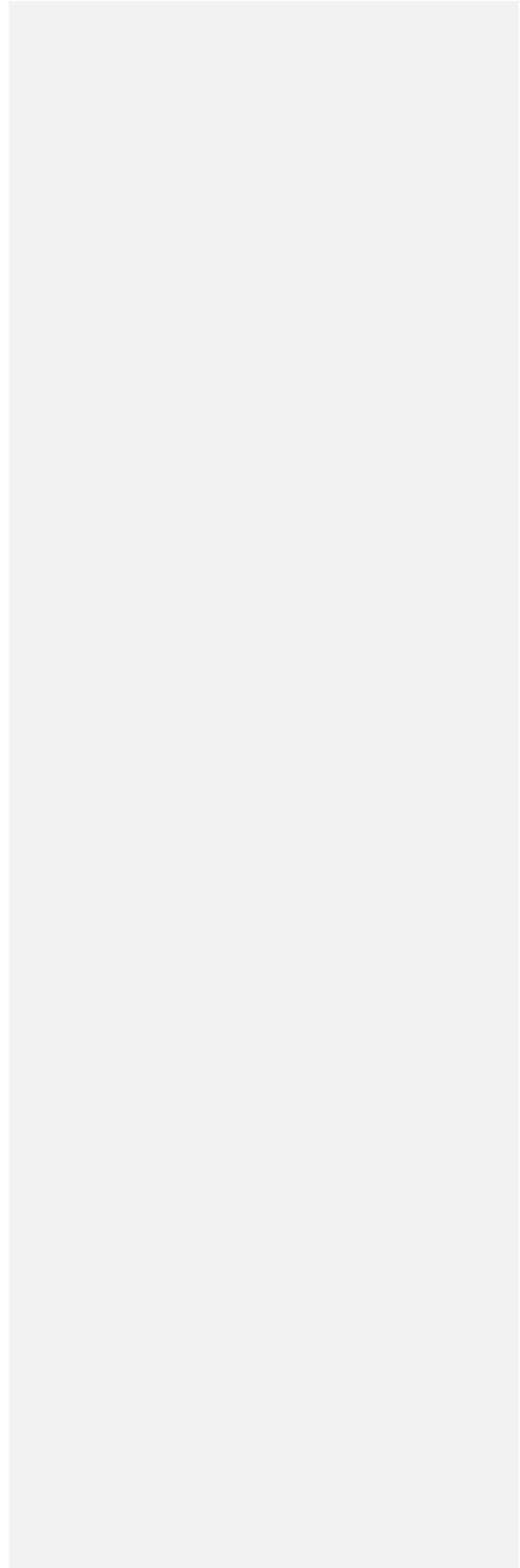
Revised: 9/10/07

Revised: 2/8/10

Revised: 8/14/17



**9/10/12 Revised:**  
**4/11/16**



## AP 5015 Residence Determination

Reference:

***Education Code Sections 68000 et seq., 68130.5, 68075.7;  
Title 5, Sections 54000 et seq.;***  
***38 U.S. Code Section 3679***

Residence Classification. Residency classifications shall be determined for each student at the time of ~~each registration admission~~ and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions & Records Office. Students must be notified of residence determination within 14 calendar days of submission of application ~~or 14 days after the start of the session the student applied for admission, whichever is later.~~

The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto.

### Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.

- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.

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- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

#### Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he or she has resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California

residence, if any, added to the post-majority residence to obtain the one year of California residence.

- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school ~~district~~ District in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
  - He or she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
  - He or she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
  - He or she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
  - A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident

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classification, until the student has resided in the state the minimum time necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later ~~transferred-transfers~~ on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification ~~until he or she has resided in the state the minimum time necessary to become a resident~~ so long as he or she remains continuously enrolled in the District.

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- A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.
- ~~A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification. A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in this state after being discharged up to the minimum time necessary to become a resident.~~
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a ~~native~~-Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to

this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he or she has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, -moved abroad as a result of that deportation or voluntary departure, -lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

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(Student Services) Page 10-AP

#### Resident Student Exceptions (From current board policy)

A student who has been entirely self-supporting and actually present in California for one year and one day immediately preceding the residence determination date, with the intention to remain in California, shall be entitled to resident classification.

A student shall be entitled to resident classification if, immediately prior to enrolling at the College, the student has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, providing that such adults have been domiciled in California during the year immediately prior to the residence determination date.

A student who is a member of the armed forces of the United States stationed in California on active duty, shall be entitled to resident classification.

A student who is a natural or adopted child, stepchild, or spouse and who is a dependent of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification.

A student who is an adult alien shall be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence, provided the parent has had residence in California for more than one year after such admission prior to the residence determination date.

A student who is a minor alien shall be entitled to resident classification if both he/she and his/her parents have been lawfully admitted to the United States for permanent residence, provided that the parents have had residence in California for more than one year after such admission prior to the residence determination date.

A student who is a full-time employee of the College or a student who is a child or spouse of a full-time employee of the College is entitled to resident classification.

A student holding a valid credential authorizing service in the public schools of this State who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls shall be entitled to resident classification if the student meets requirements specified in California Administrative Code, Title V. Sec. 5404.

A student who is at least 16 years of age and who has entered into a written agreement called an "apprentice agreement" with an employer or his/her agent, an association of employers, or an organization of employees, or a joint committee representing both and which meets provisions of Labor Code Sec. 3078.

A student who has not been an adult resident of California for more than one year and is a dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date, shall be entitled to resident classification. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at the college.

Students who are holders of valid A, E, O, I, K, L, or H-1 visas and refugees may be eligible for residence classification for fee payment purposes.

Right To Appeal. Students who have been classified as non-residents have the right to a review of their classification (Title 5, Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions & Records Office, may

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make written appeal to the Dean of Enrollment Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure.

The appeal is to be submitted to Admissions & Records Office which must forward it to the Dean of Enrollment Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Dean of Enrollment Services shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Dean of Enrollment Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification. A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions and Records Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.



Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District. (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5, Sections 54020, 54022 and 54024.

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Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Dean of Enrollment Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens. The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented),

A student who is without lawful immigration status may be classified as a resident exempt from paying nonresident tuition -if he or she they meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002.
- completion of a questionnaire form prescribed by the Chancellor and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
- ~~registration for classes not earlier than the fall semester or quarter of 2001-2002;~~
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Dean of Enrollment Services. Students may appeal the decision.

**2/6/06**

**Revised: 7/11/11**

**Revised 10/15**

**Antelope**

## BP 6800 Safety

Reference:

**Education Code Sections 72023.5, 72103**

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites. The District shall provide safe working conditions for all employees. Determination of safe working conditions shall be made by the District and shall be in compliance with all applicable health, safety, fire and sanitation requirements imposed by OSHA, State, Federal, City and/or County laws or regulations.

The District shall not discriminate against any employee as a result of reporting an accident or any unsafe condition.

~~Tobacco smoking, shall be prohibited in all buildings on campus as well as within 25 feet of the entrance to buildings or structures on campus and~~ chewing tobacco, **and electronic cigarettes** shall be prohibited any place on campus **to include in personal vehicles.**

Smoking, ~~and~~ chewing of tobacco, **and electronic cigarettes** shall be prohibited when riding or driving a college owned vehicle.

**See Administrative Procedure #6800**

**Adopted: 5/8/06**

**Revised: 1/8/07**

**Revised: 8/14/17**

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